The Annual Quality Assurance Report (AQAR)

PRAJYOTI NIKETAN COLLEGE, PUDUKAD, THRISSUR-680301
KERALA

Part – A

AQAR for the year

> *2015-2016*

1. Details of the Institution

1.1 Name of the Institution:

> *PRAJYOTI NIKETAN COLLEGE*

1.2 Address Line 1:

> *PUDUKAD*

Address Line 2:

City/Town:

> *THRISSUR*

State:

> *KERALA*

Pin Code:

> *680301*

Institution e-mail address   *prajyotiniketan@yahoo.co.in*

Contact Nos.   *04802752885*

Name of the Head of the Institution: *DR. SHAIJAN PAUL*

Tel. No. with STD Code: *0480 2752885*

Mobile: *9846193708*

Name of the IQAC Co-ordinator: *DR. DHANYA MENON*

Mobile: *09846151192*

IQAC e-mail address:

1.3 NAAC Track ID

    or

1.4 NAAC Executive Committee No. & Date: A&A/EC (12th SC)/9.2/2016

1.5 Website address: | www.prajyotiniketan.edu.in |

Web-link of the AQAR: | |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	*B*	*2.76*	*2011*	*5 Years*
2	2nd Cycle	*A*	*3.07*	*2016*	*5 Years*

1.7 Date of Establishment of IQAC : | *31-03-2010* |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i.   AQAR 2010-2011 submitted on 31-03-2011

ii.   AQAR 2011-2012 submitted on 23-04 -2012

iii.   AQAR 2012-2013 submitted on31-12-2013

iv.   AQAR 2013-2014 submitted on 19-11-2014

v.   AQAR 2014-2015 submitted on 11-11-2015

1.9 Institutional Status:

University   State ☐ Central ☐ Deemed ☐   Private [✔]

Affiliated College   Yes [✔]   ☐

Constituent College   Yes ☐   No [✔]

Autonomous college of UGC: Yes ☐   No [✔]

Regulatory Agency approved Institution: Yes ☐   No [✔]

Type of Institution : Co-education [✔]   Men ☐   Women ☐

Urban ☐   Rural [✔]   Tribal ☐

Financial Status :

Grant-in-aid ☐   UGC 2(f) [✔]   UGC 12B [✔]

Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme:

Arts [✔]   Science [✔]   Commerce [✔]

Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

1.11 Name of the Affiliating University: *UNIVERSITY OF CALICUT*

1.12 Special status conferred by Central/ State Government--

   UGC/CSIR/DST/DBT/ICMR etc

   Autonomy by State/Central Govt. / University [   ]

   University with Potential for Excellenc[   ]   UGC-CPE [   ]

   DST Star Scheme [   ]   UGC-CE [   ]

   UGC-Special Assistance Programme[   ]   DST-FIST [   ]

   UGC-Innovative PG programmes[   ]   Any othe[   ]

   UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers [*6*]

2.2 No. of Administrative/Technical staff [*1*]

2.3 No. of students [*1*]

2.4 No. of Management representatives [*1*]

2.5 No. of Alumni [*1*]

2. 6 No. of any other stakeholder and [*1*]

 community representatives

[*1*]

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts: | 1 |

2.9 Total No. of members: | 13 |

2.10 No. of IQAC meetings held : | 8 |

2.11 No. of meetings with various stakeholders   :

Faculty | 8 | Non-Teaching Staff | 8 | Students | 8 |

Alumni | 5 | Others | 8 |

2.12 Has IQAC received any funding from UGC during the year?

Yes | | No | ✓ |

2.13 Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the

IQAC

Total Nos. | -- | International | | National | | State | |

Institution Level | |

(ii) Themes | |

The IQAC spearheaded the NAAC visit that took place in January this year. As a prelude to the visit, numerous meetings were held in the college with the various stakeholders since January 2015. The preparation of the RAR as well as the related works like filing, documentation etc were entrusted to different individuals/ groups so that work would progress in a methodical manner. Each individual/group was given a deadline by which time they were to report on the developments to the IQAC. This mechanism proved to be highly successful in making the NAAC process and the subsequent grade a much better one.

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
The IQAC decided to undertake all the necessary spadework for the successful completion of the forthcoming NAAC visit which was scheduled for January 2016.	*The schedule was meticulously followed, the RAR was ready by July 2016 and the same was sent to NAAC in August.*

2.15 Whether the AQAR was placed in statutory body :

Yes | ✔ | No | |

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken:

The AQAR was submitted to the Management and was given approval after some minor suggestions.

Part – B

Criterion – I
Curricular Aspects

1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	*1*			
UG	5	--	--	--
PG Diploma				
Advanced Diploma				
Diploma	*1*			
Certificate	*4*			
Others	*3*	--	--	--
Total	*14*			

Interdisciplinary			
Innovative			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	*6*
Trimester	
Annual	

1.3 Feedback from stakeholders: Alumni

Parents

Employers ☐ Students ☐ ✔

Mode of feedback : Online **Manual** Co-operating schools

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi of the different courses in the UG and PG streams are periodically updated by the concerned BoS at the University levels. Many of our faculty members are members of these Boards and therefore have a moderate role to play in the revision/ updation of the syllabi. Apart from this, not many changes can be made within the Aided academic structure per se.

On the other hand, there are 4 certificate courses and one diploma course that are being conducted as Add-on courses, for which the syllabi are designed by the concerned departments after getting prior approval from the affiliating university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> *The College has applied for an additional BCom batch along with additional BSc Psychology and M.A English and is awaiting approval from the University.*

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	14	13	--	

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
				--	--				

2.4 No. of Guest and Visiting faculty and Temporary faculty

6 guest faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	*1*	*15*	
Presented papers	*1*	*11*	
Resource Persons	*1*	*3*	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Innovative Teaching Methods:

- *There has been a palpable increase in the use of digitalized tools and strategies in the teaching-learning process during the past four years. The Management has ensured that teachers are equipped with state- of –the- art teaching methods, in keeping with the tech savvy educational system.*

- *Some of the class rooms have facilities of OHPs and laptops to facilitate ICT enabled teaching. LCDs are used to make PPT presentations both by teachers and students for peer teaching, group work and seminar presentations. Many teachers make use of audio-visual supplements like films and videos to augment their teaching.*

All the departments have been making consistent efforts to innovate the traditional form of chalk-and-talk with more student-friendly methods.

- *Realizing that the concept of innovation in the learning process is not limited to technology alone, the Department of English often undertakes to expose students to the vast greenery which the campus is blessed with, and often*

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classes are held outside the confines of the classrooms, which is a heartening experience for the students.

- *The Department of Computer Science was highly successful in organizing a Hardware Exhibition, which was the brainchild of the students. Many modules of their syllabus were thus blended into this programme.*

- *The Department of Electronics is preparing a batch of its students to manufacture the LED bulb, which will be completed soon.*

- *The Department of Psychology, which is equipped with a full-fledged Counseling Centre, encourages its PG students to train themselves by visiting neighbouring institutions on a regular basis.*

- *The students of the Department of English hone their skills by taking classes in Spoken English to the students of three neighbouring UP schools*

Efforts made by the Institution:

- *All faculty members as well as the office staff have a computer with wi -fi/ internet facility. All the computers are linked/ networked to facilitate easier communication. Setting of question papers, preparation of mark lists and uploading of the same are made much easier in such circumstances.*

- *The library has been modernized with a new building to house all the study materials, computers for the students with internet facility and the latest software to facilitate easy procurement of books and e-journals.*

Impact on Student Learning:

- *It is quite evident from factors like a) university results b) student feedback and c) alumnae support that most of our students leave the institution much better-equipped—both academically and otherwise—to face the multifarious challenges of the outside world. As mentioned earlier, life in the campus becomes for them a holistic learning experience, where they are trained not*

only to procure jobs but also to become better human beings. The campus, with only five departments, enables every student to know each other and their teachers very closely, cutting across differences of caste, community or gender.

2.7 Total No. of actual teaching days during this academic year

167

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Since the College follows the pattern permitted by the University, very little space is provided for the teachers to adopt techniques like the Open Book Examination system. However individual teachers conduct tests and viva voces by including as many experimental techniques as possible.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

14

2.10 Average percentage of attendance of students

93.3

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A English	39	13	34	22	12	85
BSc Psychology	34	15	38	26	6	85
BSc Computer Science	28	16	20	31	15	82
BSc Electronics	25	2	12	18	32	64
MSc Clinical Psychology	11	81	7	4	0	92
BCom						

2.12 How does IQAC contribute/monitor/evaluate the Teaching & Learning processes :

The IQAC of the College, which was first formed in 2010, had the distinct privilege of having sent the first AQAR prior to the first NAAC Accreditation in September 2010. This was a step that was highly appreciated by the Peer Team. Since then the IQAC has played a pivotal role in the various services, programmes and quality development measures of the institution.

The IQAC intervenes in almost all areas pertaining to teaching-learning, issues. The major initiatives undertaken include:

1. *The IQAC felt the need for putting in place a system for monitoring the progress of the syllabus, especially with the introduction of the Choice-based Credit and Semester System. This has led to the introduction of a Module Plan, which is to be maintained by each teacher, monitored by the respective HODs and countersigned by a nominated IQAC member. Once the faculty members are allotted their respective portions for the academic year a unit-wise module plan is prepared by the teachers. A copy of the same is given to the HOD who hands it over to the IQAC coordinator who signs and retains it. The IQAC Coordinator regularly monitors the functioning of the teaching –learning process as per the module plan.*

2. *The IQAC plays a key role in the internal exams schedule and the evaluation process of the students. It works hand in hand with the CCSS Committee to make sure that the internal exams are conducted at regular intervals and the marks are published on time.*

3. *Any grievance regarding University results is immediately brought to the notice of the IQAC, which takes steps to approach the concerned authorities and rectify the issue at the earliest.*

4. *The IQAC intervention has resulted in providing each teacher with a desktop computer with LAN/Internet/ printing facilities. This has increased the efficiency of teachers in executing their academic, research and administrative responsibilities.*

5. *The centralized system of processing students' attendance was found to be defective. IQAC intervention has led to the installation of software which enables individual teachers to process the attendance and to generate all necessary data as and when required.*

6. *The IQAC has been instrumental in the renovation and up gradation of the labs in the departments of Electronics and Computer Science, resulting in the doubling of facilities for students in both the labs.*

7. *The IQAC highlighted the necessity of providing more space for the library and for automation of library activities. This has resulted in the construction of an entirely new building to house the library, as a result of which hundreds of new books can be accommodated, facilitating a better learning environment for our students.*

8. *The Add on Courses that are being conducted by the various departments are monitored (syllabus, work allotment etc) by the IQAC.*

9. *Plans for the publication of a peer reviewed multi disciplinary journal are underway. This endeavour, which is an initiative of the IQAC, proposes to encourage members of the faculty as well as our own alumnae to contribute academically creative articles for the community.*

10. *The IQAC has been instrumental in encouraging our students and faculty members to be more proactive towards research, by way of organizing seminars and encouraging them to participate and present papers at workshops and conferences within and outside the state.*

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	*1*

Staff training conducted by other institutions	*--*
Summer / Winter schools, Workshops, etc.	*1*
Others	*--*

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	*15*	*--*	*--*	*--*
Technical Staff	*2*	*--*	*--*	*--*

Criterion – III

Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC of the College has been providing a great impetus to onward research activities by the staff members of all the departments. As mentioned earlier, it stands to the credit of this College that more than 70% of the teachers possess doctoral degrees.

In all its meetings, a specified time is allotted for surveying, studying and evaluating the progress of those faculty members who make laudable contributions towards research in their respective fields of study. The Research Committee of the College is an integral component of the IQAC, seeking to appreciate the efforts of the teachers who publish papers and participate in seminars and conferences at the National and International levels.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	*5*	*1*	*1*
Outlay in Rs. Lakhs		*7,32,000*		*2,62,000*

3.4   Details on research publications

	International	National	Others
Peer Reviewed Journals	*7*	*20*	*3*
Non-Peer Reviewed Journals		*2*	
e-Journals			
Conference proceedings	*1*	*2*	*1*

3.5 Details on Impact factor of publications:

Range *1*   Average [ ]   h-index *5*   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects		*UGC*	*7,32,,000*	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than*				

compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published: [ ]

i) With ISBN No. [ ]

Chapters in Edited Books [ ]   ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]   DPE [ ]

DBT Scheme/funds [ ]

3.9 For colleges [ ] Autonomy [ ] CPE [ ] DBT Star Scheme

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number					
	Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource perso `2`

3.13 No. of collaborations: Internation[ ] **Nation**[ ] **Any oth**[ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

　　From Funding agency [ ]

　　From Management of University/College [ ]

　　Total [ ]

3.16 No. of patents received **this year**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions　received by faculty and research fellows

　of the institute in the year

Total	International	National	State	University	Dist	College
				1		

3.18 No. of faculty from the Institution `4`
　who are Ph. D. Guides
　and students registered under them `10`

3.19 No. of Ph.D. awarded by faculty from the Institution `1`

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level ☐   State level ☐

National level ☐   International level ☐

3.22 No. of students participated in NCC events:

University level ☐   State level ☐

National level ☐   International level ☐

3.23 No. of Awards won in NSS:

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level ☐   State level ☐

National level ☐   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC ☐ NSS ☐ Any other ☐

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

- *Prajyoti Niketan College, since its inception in 1995, is popularly known for the variegated services it has, and is still providing, to the local community, the Panchayath as well as to the neighbouring educational institutions. The Management and staff have been highly sensitive to the various public issues that have cropped up at various points of time. The students have also been trained to sensitize themselves to the problems faced by the local community. The NSS has been a direct agent of help and service in this regard. The week-long NSS Camp has always focused on rendering services especially in the form of Human Resources to the neighbouring community.*

The following are the important areas where the College offers community services:

- *Most of the outreach programmes are initiated through NSS activities.*
- *Jesus Youth and AICUF members provide social service by distributing food packets to the destitute, beggars and poor people who are hospitalized.*
- *These students also take the initiative to assist the Pain and Palliative wingof the local hospital by undertaking visits to the homes of cancer/ critically ill patients who are destitute and who require extensive nursing care.*
- *The English Department provides help to students of St. Xaviour's School, Pudukad, MKM U.P School, Nenmanikkara, & Government U. P School, Pudukad by providing training in spoken English. Thus communications skills at the school level can be enhanced. Moreover, Degree students of the same department, under the supervision of their teachers, have been*

providing help to the slow learners of St. Xaviours U.P School Pudukad from August 2012 onwards.

- *The Psychology Department is running a clinic that offers services for the students as well as the neighbouring community. Students along with a consultant handle the problems and help to rehabilitate the needy. The major services offered include counselling and clinical services to students/adults from the neighborhood as well as from other schools and colleges.*

- *The Department also provides academic counselling for the enhancement of the overall mental health of High School students. Community awareness programmes regarding the positive mental health of the neighbouring community are also carried out. The department also conducts camps for students of Govt. Higher Secondary School, Pudukad, St. Xavier's U.P School, Pudukad and Assumption Higher Secondary School, Varandarappilly to handle academic difficulties, exam anxiety and overall personality development of students.*

- *The Department of Computer Science has been providing Video editing classes for school students and has been conducting exhibitions for school students to give awareness about technological development.*

- *The Department of Electronics has been actively engaged in promoting community awareness on relevant issues like prevention of misuse of electricity in public places and at homes, measures to prevent damage to electrical equipment during thunderstorms and the various means by which electricity consumption can be reduced. This is a great boon for the local populace since there are not many educated people in the area.*

Criterion – IV
Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	*24.67 acres*	*--*	*--*	*24.67*
Class rooms	*15*	*6*	*Management*	*60* *lakhs*
Laboratories	*4*	*--*	*--*	*4*
Seminar Halls	*2*	*--*	*--*	*3*
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		*21 Computers, CCTVs,* *Wi Fi connectivity*	*(UGC* *Funds)*	*52,953*
Value of the equipment purchased during the year (Rs. in Lakhs)		*17,84,409*	*UGC*	
Others	*Books* *Maintenance of equipment*			*2,93,310* *1,77,049*

4.2 Computerization of administration and library

- *The entire Administrative Section of the College is computerized.*
- *All the departments have a laptop, OHP and each staff member has a desktop computer with internet connectivity.*
- *All the computer systems in the College have LAN connectivity.*
- *LCD projectors are given to each class to provide ICT based education.*
- *The campus is Wi Fi enabled.*
- *As part of the curriculum, students have to complete assignments and seminars. These are given in view of utilizing ICT and acquiring latest information from different digital libraries. Many journals are available through UGC-INFLIBNET. This facility helps the students to access the latest information in their area of interest with less time, money and effort.*
- ➢ *Reference service is provided to the outside researchers and scholars also.*
- ➢ *ILL (Inter Library Loan Service): As and when the need arises, students from other institutions are permitted to refer books and get books as loan, if they bring a letter from the Head of their respective institutions. However, we have not had many opportunities to offer help to scholars in this manner because no department was given the status of a Research Centre until April 2015.*
- ➢ *Information deployment and notification: This service is provided to the visitors mainly when new arrivals are introduced in the library. Relevant information is notified in the notice board.*
- ➢ *Pen drives and other storage devices are allowed to download data from the systems.*
- ➢ *Printing- one printer is provided for printing as per requirement.*
- ➢ *Reading list/ Bibliography compilation- Every year we prepare list of reading materials in the library.*
- ➢ *INFLIBNET/IUC facilities- Access to a wide range of e-books and e-journals is provided through the INFLIBNET.*

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	*2132*	*2,55,221*	*36*	*4910*	*2168*	*2,60,131*
Reference Books	*31*	*18,692*	*5*	*5558*	*36*	*24,250*
e-Books						
Journals	*7*	*10,157*	*--*		*7*	*10,157*
e-Journals						
Digital Database	*1*	*5750*			*1*	*5750*
CD & Video	*115*	*7950*	*--*		*115*	*7950*
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	*125*	*11*	*4*	*1*		*1*	*13*	
Added	*--*	*--*	*--*	*--*		*--*	*--*	
Total	*125*	*11*	*4*			*1*	*13*	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

4.6 Amount spent on maintenance in lakhs :

i) ICT

92,000

ii) Campus Infrastructure and fa

22 lakhs

iii) Equipments

91,630

iv) Others

Total : **25, 18,408**

Criterion – V
Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

The Students' Union, which is an elected body of student representatives, functions hand-in-hand with the Principal, IQAC and teachers. Their opinions play a pivotal role in many of the decisions that are taken in the College, both academically and otherwise.

Bodies like the IQAC and Library Committee have student representatives in them, and therefore maximum transparency is ensured for the same. Moreover, the requests of the students regarding additional support services are always looked into and executed as per the availability of funds and resources.

5.2 Efforts made by the institution for tracking the progression

A detailed staff meeting is held on the last working day of every month. Here the Principal takes a review of all the work that was done during the month, and steps are taken to rectify those areas of weakness.

5.3 (a) Total Number of

    students

UG	PG	Ph. D.	Others
523	*12*		

(b) No. of students outside the state

1

(c) No. of international students

--

No	%	
150	28	Men

No	%	
385	72	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
316	*47*	*2*	*117*	*3*	*485*	*334*	*62*	*1*	*138*		*535*

Demand ratio: With the introduction of the Single Window System of Admissions, it is not possible to know the demand ratio to the various courses.

Dropout %--   *0.84%*

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching classes for Banking, Civil Services and UGC NET/SET are conducted by professionals in the campus on all Saturdays. Only a nominal fee is charged for the same.

No. of students beneficiaries *66*

5.5 No. of students qualified in these examinations

NET	*8*	SET/SLET	*3*	GATE		CAT	*2*
IAS/IPS		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- *The College provides various types of counselling services to the students for the enhancement of their mental health and personality. This service is provided by the Counselling Centre, functioning in the department of Psychology under the supervision of a Coordinator from the same department. The services provided in the Centre are*

➕ *Academic and Career Counselling:*

- *The major purposes of career counselling are 1) to provide information related to different careers (career guidance) 2) to develop soft skills in students and thereby equip them for various jobs 3) to assist them in placement service –give training to face an interview, group discussion etc.*

- *The Counselling Cell, in association with the Placement Cell and Interdisciplinary Lecture Cell conducts various talks and lectures on career related topics. The member in the Counselling Centre gives soft skill training to the students. At the time of interview the centre gives coaching to the students on various topics like interviews and group discussions.*

🞦 *Personal Counselling:*

- *The Centre also provides personal counselling for solving the mental health   issues the student of the College. Personal counselling is provided at three levels:*

  - *First level -- Mentors as Counselors: Students are divided into groups of 15-12 and a teacher is assigned to them as mentor. The teacher is available to the students during regular hours as well as during free hours to provide the required guidance. This system has been found highly beneficial to the students for solving many of their personal and academic problems. The Counselling Centre will be disseminate necessary information and guidance to the mentors on how to deal with these various student- related issues. If a mentor cannot solve a particular problem the student may be directed to the Counselling Centre.*

  - *Second level-- Professional level Counselling: Those students who require more professional assistance will be directed to the Counseling Centre where the teachers of the Department of Psychology will take these referral cases and provide them professional counselling. Nearly 40-50 such referral cases reach the centre, in which a majority of issues are related to adjustment, learning problems, internet addiction, love affairs and adolescent issues. A confidential file has been kept in the Centre for each student.*

  - *Third level-- Referral Service: If the Counselling Center too cannot solve/settle the problem, the Centre may direct the student to Mental Health Centers of hospitals in the city for further counselling and treatment. Referral services will be provided to the students by giving them information related to these matters.*

🞦 *Psycho-social Counseling:*

- *The Counselling centre has been opened up to the public from December 2013 onwards to address the social issues of the students as well as the mental health issues of the public. If a particular problem is related to family, peers, or his social surroundings the Counselling Centre will be providing group counselling to all the related members. This service is absolutely free for the students. Nearly 20 cases of a similar nature have been attended to in the Centre within one year and separate files have been maintained of the same.*

No. of students benefitted | *62*

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	6	*1*	*29*

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | *3* | National | *2* | International |

No. of students participated in cultural events

State/ University level | 3 | National | | International |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University | 3 | National | 2 | International |

Cultural: State/ University | 3 | National | | International |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	116	2,10,020
Financial support from government	--	--
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level |
International level |

Exhibition: State/ University level | | National level |
International level |

5.12   No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed:

There were no major grievances on the part of the students. Certain minor grievances were solved directly through the interventions of the concerned teachers and if necessary, the Principal.

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision of the College is
Redeeming Love as PRAJYOTI-- the Supreme Light
In struggles for growth in personal wholeness for universal wholeness
For, the integrity/wholeness of a family/nation depends
On the integrity/wholeness of each person who enter them.

The Mission of the College is
Excellence in Education,
Education as empowerment and formation of the whole person
To work out the rhythm of love for the marginalized and less talented.
And to grow greater than our natural size to national and divine size.

6.2 Does the Institution have a Management Information System ?

Yes.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

All the existing courses are in the Aided stream. Therefore there is not much flexibility regarding curriculum development.

6.3.2 Teaching and Learning

All efforts are made by the faculty to include as many innovations in the teaching methodology as is possible.

The Scholar Support Programme which is a remedial coaching programme initiated by the State Government is taken up in the College in a big way, and many students have benefited from the programme.

The syllabi of the different subjects too are handled by the teachers in such a way that a close evaluation is made with regard to the marks of each student in the internal tests as well as the end-semester exams, along with the performance in the various classroom activities like debates, discussions and seminar presentations.

6.3.3 Examination and Evaluation

A separate Committee functions for the smooth and timely conduct of the internal testys to be conducted within the College. Two internal examinations are to be held within each semester . These examinations are conducted in a serious manner by all the departments, the marks are handed over to the Principal, and regular parent interactions are held after collating the marks obtained by their wards in all subjects. It is compulsory that parents should meet all the concerned teachers after every examination.

6.3.4 Research and Development

The Institution makes all efforts to promote research and research-related activities for its faculty members. Out of 27 permanent staff, 23 have already secured PhDs and the others have registered, and are pursuing the same.

More than 12 teachers have completed their Minor Projects and 4 have applied for the same. The Management lends all possible support for the conduct of seminars and conferences to all the departments. It also provides financial assistance for the same.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The collection of books and journals in each subject is updated periodically with the HoDs, members of the faculty of each department and the Librarian sitting together and putting in collective efforts for the same.

Similarly, the related services like reprography, internet facilities and wifi resources are also looked into and provided to the various stakeholders on a regular basis.

6.3.6 Human Resource Management

The strategy is to adopt a HR management that is concerned with the organization's larger mission and goals.

Much of the strategic plan relies on the cooperation and support of staff and individual departments, which helps to foster a sense of team spirit and camaraderie within the organization.

The Principal has a key role to play in ensuring that all components of Human Resources Management such as recruitment, training,

6.3.7 Faculty and Staff recruitment

All recruitments are done by the Management by following the norms laid down for the same by the State Government and the affiliating University.

6.3.8 Industry Interaction / Collaboration

A number of social and technological initiatives are underway by the different departments, with the actyive involvement of the students, teachers and other stakeholders.

A highly innovative project designed by the Department of Electronics has been submitted for sanction with the Southern Railways. A Railway Track Fault Detection System designed jointly by the staff and students of the department is awaiting sanction.

6.3.9 Admission of Students

All universities in the state have adopted the Centralised Single Window System of Admissions since 2010. Therefore only a very limited number of seats can be allotted by the Management in the prescribed quota, from the merit list. A great degree of transparency is therefore maintained in the matter of student admissions.

6.4 Welfare schemes for

Teaching	6.25 lakhs
Non teaching	3.25 lakhs
Students	1.20 lakhs

6.5 Total corpus fund generated   10.70 lakhs

6.6 Whether annual financial audit has been done: No ☐   Yes ☐ ✓

An internal audit is done every year, apart from the audit done by the DD's Office and the Accountant General's office at regular intervals of time.

- *Internal Audit is done by a Chartered Accountant appointed by the College and External Audit is carried out by the Audit Section of the Directorate of Collegiate Education, Thrissur, and also by the Accountant General (Audit).*

- *Internal Audit has been done till 2014 – 15.*

- *External Audit from the Directorate of Collegiate Education, Thrissur, has been conducted till 2010-11 and from the Accountant General has been conducted till 2006-07.*
- *Though no serious objections have so far been raised, various minor objections have been raised by the auditors from time to time and the College has so far been able to provide satisfactory explanations to most of them.*
- *Wherever genuine mistakes have been made, corrective measures have been taken as per the directives of the Directorate.*

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	*Dr. Raju George, Principal, Don Bosco College, Goa*		
Administrative	✓			

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programme   Yes [ ]   No [✓]

6.9 What efforts are made by the College for Examination Reforms?

The dates and scheme of implementation of all the semester examinations are provided by the affiliating university, and are conducted accordingly. However, the internal examinations are made as innovative as possible, bearing in mind the guidelines provided for the same by the university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University lays down a specific set of criteria for permitting an educational institution to be made autonomous. A review-committee will oversee the performance and evaluate the institution after a period of 6 years and decide if it qualifies for the same status in the future.

6.11 Activities and support from the Alumni Association

The Alumni Association of Prajyoti Niketan College PRAANA (Prajyoti Niketan Alumni Association)is a key factor that has helped in the steady growth and development of the College. The students have taken the initiative to sponsor academically brilliant but financially weak students of the College.

6.12 Activities and support from the Parent – Teacher Association

The PTA plays a pivotal role in planning, organizing and executing the various creative endeavours that are in tune with the vision and mission of the College.

The Vice President of the PTA and the team of parents and teachers have periodic meetings to discuss the best ways in which the student-beneficiaries are provided with the maximum in terms of facilities and services.

6.13 Development programmes for support staff

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6.14 Initiatives taken by the institution to make the campus eco-friendly

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Criterion – VII

Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> *Efforts to improve the teaching-learning activity are being made at all possible levels and in all possible ways. Teacher-evaluation by the students is given immense importance. Any dissatisfaction expressed by the student community with regard to teacher-quality is handled by the Principal, who takes up the matter with the concerned staff member with a great degree of confidentiality.*

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The College followed the Day Pattern of time table till March 2015. The normal Monday to Friday system was reinstated from June 2015 owing to certain practical problems put forward at the general staff meeting in March.

7.3 Give two Best Practices of the institution

Best Practice I: *Centre for Community Engagement*

The College is located in a rural area, almost 15 kilometres south of Thrissur city. Although there is rapid development taking place in the panchayat mainly in the field of education due to the introduction of more educational institutions, the population of the locality, by and large, has only basic education, and does small-time business for their livelihood.

Goals:

- *To inculcate a sense of oneness and fellow-feeling between the local populace and the institution.*
- *To ensure that they participate in all the sports, arts and cultural events that are organized/ hosted by the College.*
- *To help the people of the locality in variegated ways by creating awareness and knowledge on essential topics like electricity consumption and wastage, hazardous*

waste management, computer literacy and basic knowledge of the English language.

The Context:

- *There was felt an urgent need on the part of the Management to give greater emphasis to the role of the local population which is one of the most important stakeholders of the institution.*

Evidence of Success:

-

Contact Details:

1.	Name of the Institution	*Prajyoti Niketan College*
2.	Name of the Principal	*Dr. Shaijan Paul*
3.	City	*Thrissur*
4.	Phone no:	*O4802352885*
5.	Fax	*04802756559*
6.	Pin Code	*680301*
7.	Accredited Status	*B—2.76*
8.	E Mail	*prajyotiniketan@yahoo.co.in*
9.	Website	*www.prajyotiniketan.edu.in*
10.	Coordinator of the Programme	*Prof. Jeetha Johny Chungath*
11.	Mobile	
12.	E Mail	*jeethapinto@gmail.com*

Best Practice II:

Social Commitment through Professional Counseling :

Apart from the common social extension activities, there was felt a need to address the common man who, in the modern-day situation, is faced with a multitude of psychological problems. Being equipped with trained and competent faculty in the Department of Psychology, the College has undertaken to open and make functional the facility for professional Counseling to the public in and around the district and even elsewhere.

Goals:

- *To address the psychological problems of individuals and families of the local populace*
- *To engage them in a number of counseling sessions as necessary at a highly affordable rate*
- *To ensure a complete and permanent solution to their problems*
- *To fulfill Institutional Social Responsibility*

The Context:

- *It is common knowledge that a vast majority of people in Kerala face a plethora of problems that are the result of alcoholism, domestic violence and adolescent issues. Since the College is situated in a rural locality and since we get many students from the local neighbourhood, such problems were brought to our notice. The usual diffidence of the common citizen to visit a hospital for counseling for reasons of social stigma was the main reason for undertaking such a venture.*

The Practice:

- *The faculty members of the Department of Psychology hold regular counseling sessions for the public as well as for our students. We are grateful that many individuals have benefited greatly from this act of philanthropy.*

Evidence of Success:

- *The local community which comprises villagers who come from largely uneducated backgrounds, have benefitted tremendously from the Counseling programme that has*

been introduced in the College. This can be attributed to the prevalent social stigma that is associated with treating of psychological problems and aberrations, which make them reluctant to visit a hospital for treating such mental disorders.

Contact Details:

1.	Name of the Institution	Prajyoti Niketan College
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8.	E Mail	prajyotiniketan@yahoo.co.in
9.	Website	www.prajyotiniketan.edu.in
10.	Coordinator of the Programme	Dr. Milu Maria Anto
11.	Mobile	9495321687
12.	E Mail	miluanto99@gmail.com

7.4 Contribution to environmental awareness / protection

Use of Renewable Energy

Most environmental changes are caused by inequitable and unsustainable production and consumption patterns. We believe that urgent actions are needed to address these fundamental problems and reverse the trends.

7.5 Whether environmental audit was conducted?

✓	Yes		No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS
● *A Campus that is completely free from student politics.*
● *Highly committed and qualified team of faculty members.*
● *Excellent personal rapport between teachers and students mainly due to the slender student strength.*

• *A proactive Management that extends help and support to all stakeholders of the institution.*
• *Well planned infrastructure in the form of physical facilities that cater to the requirements of the staff and students of the College.*
• *Teachers who have imbibed a research culture and who constantly undertake research-oriented initiatives.*
• *Eco friendly campus which is set atop a hill amidst 25 acres of flora and is far away from the noise, pollution and bustle of the city.*
• *ICT enabled learning blended with traditional methods so as to yield the best results.*
• *Personal attention given to each student in both his/her academic and personal matters, and remedial measures adopted in the form of professional counseling.*
WEAKNESSES
• *Lack of adequate PG Courses.*
• *Since most of the students come from rural backgrounds, there is very little interest generated in going in for higher studies, since the thrust is on the employability factor.*
• *Inordinate lag in the commencement of classes, conduct of University examinations and declaration of results which have a highly demoralizing effect on both the teachers and the taught.*
• *Centralized Valuation Camps that stretch up to ten days per semester for which teacher-attendance is compulsory, which lead to a marked loss of teaching days and a corresponding difficulty in the timely completion of the syllabus.*

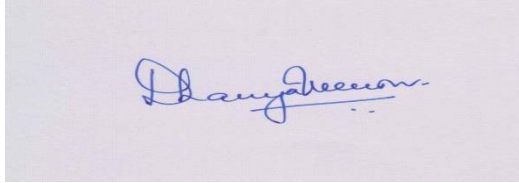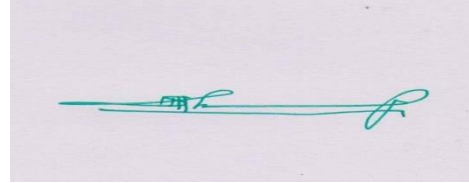| |
|---|
| ● *No provision for teachers of most departments to take up Guideship with the affiliating university since only one department in the College offers a PG Course.* |
| *OPPORTUNITIES* |
| ● *Since 70.3 % of the teachers are PhD holders and most of the others are pursuing the same, there are ample opportunities for tapping their academic potential further in the form of extended consultancy services and PDFs.* |
| ● *Many more members of the faculty can be inducted into the various BoSs so that constructive and highly creative changes can be brought about in the revision/ restructuring of the existing syllabi.* |
| ● *More new and innovative programmes can be introduced at the undergraduate /postgraduate levels.* |
| *CHALLENGES* |
| ● *Government restrictions and delay on the various appointments of teaching/ non teaching staff lead to an overload of work for the existing faculty.* |
| ● *Inability to voice many of our academic concerns at the university level.* |

8. **Plans of institution for next year**

- *The College hopes to get sanction for the 3 courses (2 UG and 1 PG Course) in the coming year and so is giving top priority to infrastructural development in the form of classrooms, a common hall for the conduct of seminars and General English classes.*

- *It is also decided to purchase more books for the library in order to meet the increasing demands for the same.*

- *Plans are also underway to make necessary updations in the Computer Science lab to meet the demands of the new and upgraded syllabi.*

Dr. Dhanya Menon

Coordinator, IQAC

Dr. Shaijan Paul

Chairperson, IQAC

(Principal,Prajyoti Niketan College)